

## **Superfund Program Implementation Manual FY 04/05**

### **Managers' Schedule of Significant Events**

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## **MANAGERS' SCHEDULE OF SIGNIFICANT EVENTS**

CERCLIS/WasteLAN is the official repository for Superfund data. Data are expected to be kept complete, current, and consistent in order to be readily available for routine, unexpected, and immediate needs.

### **FY 04**

#### **OCTOBER 2003 QUARTER 1 (FY 04)**

- 2<sup>1</sup>    The AAs and OC approve the first and second quarter AOA
  
- 7       HQ pulls national environment indicators (EI) data from WasteLAN
  
- 7       HQ pulls 4th quarter FY 03 accomplishment data from WasteLAN and provides for:
  - 1) Special program reports and
  - 2) Initial FY 03 end-of-year Program Assessment
  
- 7       HQ pulls 4th quarter FY 03 accomplishment data from WasteLAN for review of end of year accomplishments and inclusion in Annual Performance Report.
  
- 7       HQ pulls WasteLAN data to assist in preparation for FY 04 work planning.
  
- Mid    HQ/Regions begin work planning sessions on the final FY04 GPRA Annual Performance Goals and Program Targets/Measures and budget.

#### **NOVEMBER 2003**

- TBD    SF National Policy Managers Meeting
  
- TBD    AA/RA Priorities Meeting for FY 05
  
- 4-6    Superfund Focus Forum (SFF) - San Antonio, TX
  
- 15      Regions submit draft deobligation plans to OERR and OSRE
  
- Late    OMB passback of FY 05 budget request

#### **DECEMBER 2003**

- Late    HQ appeal of the OMB FY 05 budget passback
- Nov/
- Early
- Dec

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<sup>1</sup>Dependent on approval of final appropriations.

**JANUARY 2004 QUARTER 2 (FY 04)**

8 SCAP Pull for First Quarter FY 04 accomplishments - 5<sup>th</sup> working day of the month

Mid Headquarters sends memorandum to regions on final budgets, GPRA annual performance goals, and program targets/measures.

Mid Regions revise WasteLAN to reflect final negotiated budget and GPRA performance goals and targets/measures.

**FEBRUARY 2004**

Early HQ submits FY 05 Annual Performance Plan (budget request) to the President

20 HQ distributes FY 03 EI analysis to HQ/Regional managers

**MARCH 2004**

5 HQ pulls data from WasteLAN for 3rd quarter AOA for FY 04

22 HQ submits 3rd quarter AOA request to the AA/SWER and places it in WasteLAN

29 Regions input AOA into IFMS

TBD Headquarters publishes Annual Performance Report for FY 03

**APRIL 2004 QUARTER 3 (FY 04)**

5 The AAs and OC approve the 3rd quarter AOA

7 HQ pulls accomplishment data from WasteLAN and provides for:  
1) Special program reports; and  
2) Mid-Year Work Planning evaluation

7 HQ pulls national environmental indicators (EI) data from CERCLIS

TBD NPMs issue consolidated guidance for FY 05-06

**MAY 2004**

7 HQ analysis of Regional pipeline (upcoming year and one year out) and historical performance trends

14 HQ program offices characterize and submit their FY 05 program initiatives to the Regional Administrator.

**MAY 2004 (cont'd)**

- 28 HQ program offices meet with the Administrator to review FY 05 program goals
- Late Annual Goal Team Meetings with Deputy Administrator on FY 04 progress and FY 06 priorities
- Late Superfund Focus Forum (technical)

**JUNE 2004**

- 3-25 Regions generate their plans for FY 05 and FY 06 by ensuring updated schedules and financial information in WasteLAN
- 7 HQ pulls financial data for analysis of Regional obligation/commitment rates
- 7 HQ presents FY 05 Superfund goals and priorities and FY 06 investments to the Administrator and Regional Administrators
- 11 Administrator and OC provide HQ program offices and Regions with policy for FY 06 budget formulation
- 21 HQ submits 4th quarter AOA request to the AAs and places it in WasteLAN
- 28 Regions input AOA to IFMS

**JULY 2004 QUARTER 4 (FY 04)**

- 2 The AAs and OC approve the 4th quarter AOA
- 7 HQ pulls planning information from WasteLAN:
  - 1) for fourth quarter AOA; and
  - 2) to support FY 05 and FY 06 budget request
- 7 Enforcement provides:
  - 1) Special program reports; and
  - 2) 3rd quarter performance evaluations
- Early HQ offices submit proposed FY 06 budgets

**JULY 2004 (cont'd)**

12-16 HQ program offices and lead Regions make presentation to Administrative/Deputy Administrator on FY 06 program priorities [FY 04 Budget Forum]

19-23 Regional conference call on HQ analyses

Late Administrator passback of FY 06 budget request

**AUGUST 2004**

Mid HQ develops FY 06 budget for submission to the Office of Management and Budget (OMB)

6 HQ pulls WasteLAN data to assist in preparation of the FY 06

15 HQ sends memorandum to Regions on proposed budgets and GPRA annual performance goals and program targets/measures

Late HQ develops strategy for presenting the FY 06 budget to OMB

TBD Final revisions to FY 06 APGs and APMs due to OCFO

**SEPTEMBER 2004**

Early HQ submits FY 06 budget to OMB

8 HQ pulls data from WasteLAN for first quarter FY 05 AOA

Mid HQ performs final FY 05 Full Time Equivalent (FTE) distribution

20 HQ submits FY 05 first quarter AOA request to the AAs and places it in WasteLAN

27<sup>1</sup> Regions input AOA to IFMS

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<sup>1</sup> Dependent on approval of final appropriations.

**FY 05****OCTOBER 2004 QUARTER 1 (FY 04)**

- 4<sup>1</sup> The AAs and OC approve the first and second quarter AOA
- 7 HQ pulls national Environment Indicators (EI) data from WasteLAN
- 7 HQ pulls 4<sup>th</sup> quarter FY04 accomplishment data from WasteLAN and provides for:  
1) Special program reports; and  
2) Initial FY 04 end-of-year Program Assessment
- 7 HQ pulls 4<sup>th</sup> quarter FY04 accomplishment data from WasteLAN for review of end of year accomplishments and inclusion in Annual Performance Report
- 7 HQ pulls WasteLAN data to assist in preparation of the FY 05 work planning.
- Mid HQ/Regions begin work planning sessions on the final FY 05 GPRA annual performance goals and program targets/measures and budget

**NOVEMBER 2004**

- TBD SF National Policy Managers Meeting
- 2-4 Superfund Focus Forum (SFF) (tentative dates)
- 15 Regions submit draft FY 05 deobligation plans to OERR and OSRE
- Late OMB passback of FY 06 budget request
- TBD AA/RA Priorities Meeting for FY 04

**DECEMBER 2004**

- Late HQ appeal of the OMB FY 06 budget passback
- Nov/
- Early
- Dec

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<sup>1</sup>Dependent on approval of final appropriations.

**JANUARY 2005 QUARTER 2 (FY 05)**

- 7 SCAP Pull for First Quarter FY 05 Accomplishments - 5<sup>th</sup> working day of the month
- Mid HQ sends memorandum to regions on final budgets, GPRA annual performance goals, and program targets/measures.
- Mid Regions revise WasteLAN to reflect final negotiated budget and GPRA performance goals and targets/measures.

**FEBRUARY 2005**

- Early HQ submits FY 06 Annual Performance Plan (budget request) to the President
- 21 HQ distributes FY 04 EI analysis to HQ/Regional managers

**MARCH 2005**

- 7 HQ pulls data from WasteLAN for 3<sup>rd</sup> quarter AOA for FY 05
- 21 HQ submits 3<sup>rd</sup> quarter AOA request to the AA/SWER and places it in WasteLAN
- 28 Regions input AOA into IFMS
- TBD Headquarters publishes Annual Performance Report for FY 04

**APRIL 2005 QUARTER 3 (FY 05)**

- 7 The AAs and OC approve the 3<sup>rd</sup> quarter AOA
- 7 HQ pulls accomplishment data from WasteLAN and provides for:
  - 1) Special program reports; and
  - 2) Mid-Year Work Planning evaluation
- 7 HQ pulls national Environmental Indicators (EI) data from CERCLIS
- TBD NPMs issue consolidated guidance for FY 06-07



**MAY 2005**

- 6 HQ analysis of Regional pipeline (upcoming year and one year out) and historical performance trends
- 16 HQ program offices characterize and submit their FY04 program initiatives to the Regional Administrator
- 31 HQ program offices meet with the Administrator to review FY 06 program goals
- Late Annual Goal Team Meetings with Deputy Administrator on FY 05 progress and FY 07 priorities
- Late Superfund Focus Forum (technical)

**JUNE 2005**

- 3-27 Regions generate their plans for FY 06 and FY 07 by ensuring updated schedules and financial information in WasteLAN
- 7 HQ pulls planning information from WasteLAN:
  - 1) for fourth quarter AOA; and
  - 2) to support FY 06 and FY 07 budget request
- 7 HQ pulls financial data for analysis of Regional obligation/commitment rates
- 7 HQ presents FY 06 Superfund goals and priorities and FY 07 investments to the Administrator and Regional Administrators
- 13 Administrators and OC provide HQ program offices and Regions with policy for FY 07 budget formulation
- 20 HQ submits 4<sup>th</sup> quarter AOA request to the AAs and places it in WasteLAN
- 27 Regions input AOA to IFMS

**JULY 2005 QUARTER 3 (FY 05)**

- 5 The AAs and OC approve the 4<sup>th</sup> quarter AOA
- 8 Enforcement provides:
  - 1) Special program reports; and
  - 2) 3<sup>rd</sup> quarter performance evaluations

**JULY 2005 (cont'd)**

- Early HQ offices submit proposed FY 07 budgets
- 11-15 HQ program offices and lead Regions make presentations to Administrative/Deputy Administrator on FY 07 program priorities [FY 07 Budget Forum]
- 18-22 Regional conference call on HQ analyses
- Late Administrator passback of FY 07 budget request

**AUGUST 2005**

- 5 HQ pulls WasteLAN data to assist in preparation of the FY 07 budget
- 15 HQ sends memorandum to Regions on proposed budgets and GPRA annual performance goals and program targets/measures
- Mid HQ develops FY 07 budget for submission to the Office of Management and Budget (OMB)
- Late HQ develops strategy for presenting the FY 07 budget to OMB

**SEPTEMBER 2005**

- Early HQ submits FY 07 budget to OMB
- 7 HQ pulls data from WasteLAN for first quarter FY 06 AOA
- Mid HQ performs final FY 06 Full Time Equivalent (FTE) distribution
- 19 HQ submits FY 06 first quarter AOA request to the AAs and places it in WasteLAN
- 26<sup>1</sup> Regions input AOA to IFMS

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<sup>1</sup> Dependent on approval of final appropriations.

## **Acronyms**

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AA —	Assistant Administrator
AA OSWER —	Assistant Administrator for the Office of Solid Waste and Emergency Response
AA OECA —	Assistant Administrator for the Office of Enforcement and Compliance Assurance
AAU —	Administrative Assistance Unit
AC —	Area Committee
ACP —	Area Contingency Plan
ADCR —	Automated Document Control Register
ADR —	Alternative Dispute Resolution
AHRC —	Allowance Holder/Responsibility Center
AN —	Account Number
AO —	Administrative Order
AOA —	Advice of Allowance
AOC —	Administrative Order on Consent
AOG —	Agency Operating Guidance
APG —	Annual Performance Goal
APM —	Annual Performance Measure
AR —	Administrative Record
ARAR —	Applicable or Relevant and Appropriate Requirements
ARCS —	Alternative Remedial Contracting Strategy
ARIP —	Accidental Release Information Program
ARM —	Administration and Resources Management
ASF —	Above-ground Storage Facility
AST —	Above-ground Storage Tank
ASTM —	American Society for Testing and Materials
ASTSWMO —	Association of State and Territorial Solid Waste Management Officials
ASTW —	Above-ground Storage Tank Workgroup
ASU —	Administrative Support Unit
ATSDR —	Agency for Toxic Substances and Diseases Registry
ATSDR HAZDAT —	Agency for Toxic Substances and Diseases Registry Hazardous Data System
BC/AOA —	Budget Control/Advice of Allowance
BCT —	Base Cleanup Team
BLM —	Bureau of Land Management
BRAC —	Base Realignment or Closure
BTAG —	Biological Technical Assistance Group
BUREC —	Bureau of Reclamation
CA —	Cooperative Agreement
CADD —	Corrective Action Decision Document
CAG —	Community Advisory Group
CAS No. —	Chemical Abstract Number
CBD —	Commerce Business Daily
CD —	Consent Decree
CEPP —	Chemical Emergency Preparedness and Prevention Program
CEPPO —	Chemical Emergency Preparedness and Prevention Office (OSWER)
CERCLA —	Comprehensive Environmental Response, Compensation, and Liability Act of 1980
CERCLIS —	Comprehensive Environmental Response, Compensation, and Liability Information System
CERFA —	Community Environmental Response Facilitation Act
CFO —	Chief Financial Officer
CI —	Community Involvement
CIAO —	Citizen Information and Access Offices
CIC —	Community Involvement Coordinator
CIOC —	Community Involvement & Outreach Center (OERR)
CIP —	Community Involvement Plan

CLP —	Contract Laboratory Program
CN —	Commitment Notice
CO —	Contracting Officer
COI —	Conflict of Interest
CPCA —	Core Program Cooperative Agreement
CR —	Community Relations (Please see CI & CIP also)
CRP —	Community Relations Plan (Please see CI & CIP also)
CWA —	Clean Water Act
CWG —	Community Work Groups
DA —	Deputy Administrator
DAS —	Delivery of Analytical Services
DCN —	Document Control Number
DNAPL —	Dense Non-Aqueous Phase Liquids
DOD —	Deputy Office Director
DoD —	Department of Defense
DOE —	Department of Energy
DOI —	Department of the Interior
DOJ —	Department of Justice
DOT —	Department of Transportation
DPO —	Deputy Project Officer
DRG —	District Response Group
EBS —	Environmental Baseline Survey
EE/CA —	Engineering Evaluation/Cost Analysis
EI —	Environmental Indicators
EMSL —	Environmental Monitoring Systems Laboratory
ENRD —	Environment and Natural Resources Division (DOJ)
EPA —	Environmental Protection Agency
EPA-ACH —	EPA Automated Clearing House
EPA ID —	EPA Identification Number
EPCRA —	Emergency Planning and Community Right to Know Act of 1986
EPI —	Environmental Priorities Initiative
EPIC —	Environmental Photographic Interpretation Center
EPS —	Environmental Protection Specialist
ERA —	Expedited Response Action
ERCS —	Emergency Response Cleanup Services
ERNS —	Emergency Response Notification System
ERRS —	Emergency and Rapid Response Services
ERT —	Environmental Response Team
ESAT —	Environmental Services Assistance Team
ESD —	Explanation of Significant Differences
ESF —	Emergency Support Function
ESI —	Expanded Site Inspection
ESI/RI —	Expanded Site Inspection/Remedial Investigation
ESS —	Enforcement Support Services
ETS —	Electronic Timesheet System
FAD —	Final Assessment Decision
FCO —	Funds Certifying Officer
FCOR —	Final Close-Out Report
FE —	Federal Enforcement
FEMA —	Federal Emergency Management Agency
FFA —	Federal Facility Agreement
FFCA —	Federal Facility Compliance Agreement
FFEO —	Federal Facilities Enforcement Office

FFRRO —	Federal Facilities Restoration and Reuse Office
FFIS —	Federal Facilities Information System
FFS —	Focused Feasibility Study
FMC-Ci—	Financial Management Center - Cincinnati
FMD —	Financial Management Division
FMFIA —	Federal Managers Financial Integrity Act
FMO —	Financial Management Office
FOIA —	Freedom of Information Act
FOSL —	Finding of Suitability to Lease
FOST —	Finding of Suitability to Transfer
FR —	Federal Register
FRP —	Facility Response Plan
FS —	Feasibility Study
FTE —	Full-time Equivalent
FUDS —	Formerly Used Defense Sites
FY —	Fiscal Year
FY/Q —	Fiscal Year/Quarter
GAD —	Grants Administration Division
GAO —	General Accounting Office
GFO —	Good Faith Offer
GICS —	Grants Information Control System
GIS —	Geographic Information System
GNL —	General Notice Letter
GPRA —	Government Performance and Results Act
HAZDAT —	Hazardous Data System
HHS —	Health and Human Services
HI —	Hazard Index
HQ —	Headquarters
HRS —	Hazard Ranking System
HSWA —	Hazardous and Solid Waste Amendments
HWC —	Hazardous Waste Collection
IAG —	Interagency Agreement
ICIS —	Integrated Compliance Information System
IFMS —	Integrated Financial Management System
IG —	Inspector General
IMC —	Information Management Coordinator
IMCenter —	Information Management/Program Measurement Center (OERR)
IMS —	Integrated Management Strategy
IOTV —	Interoffice Transfer Voucher
LAN —	Local Area Network
LEPC —	Local Emergency Planning Committee
LERP —	Local Emergency Response Plan
LOC —	Letter of Credit
LOE —	Level of Effort
LTCS —	Long Term Contracting Strategy
LTRA —	Long Term Response Action
MAD —	Method Accuracy and Description (MAD Code)
MAG —	Management Advocacy Group
MARS —	Management and Accounting Reporting System
MM/DD/YY —	Month/Day/Year
MMS —	Minerals Management Service
MOA —	Memorandum of Agreement
MOHR —	Magnitude of Hazard Reduction

MORR —	Magnitude of Risk Reduction
MOU —	Memorandum of Understanding
MSCA —	Multi-Site Cooperative Agreement
NACEPT —	National Advisory Committee on Environmental Policy and Technology
NAPL —	Non-Aqueous Phase Liquid
NBAR —	Non-Binding Allocation of Responsibility
NCP —	National Oil and Hazardous Substances Pollution Contingency Plan or National Contingency Plan
NEPPS —	National Environmental Performance Partnership System
NFRAP —	No Further Remedial Action Planned
NOAA —	National Oceanic and Atmospheric Administration
NOS —	Not Otherwise Specified
NPL —	National Priorities List
NPM —	National Program Manager
NRC —	National Response Center
NRS —	National Response System
NRT —	National Response Team
NSEP —	National Security Emergency Preparedness
NSFCC —	National Strike Force Communication Center
NTC —	Non-Time Critical
NTIS —	National Technical Information Services
NTSD —	National Technical Support Division
OAM —	Office of Acquisition Management
OARM —	Office of Administration and Resources Management
OBCR —	Office of Brownfields Cleanup and Redevelopment
OC —	Office of the Comptroller
OCFO —	Office of the Chief Financial Officer
OD —	Office Director
OECA —	Office of Enforcement and Compliance Assurance
OERR (Now OSRTI) —	Office of Emergency and Remedial Response (OSWER)
O&F —	Operational and Functional
OGC —	Office of General Counsel
OIG —	Office of the Inspector General
O&M —	Operation and Maintenance
OMB —	Office of Management and Budget
OPA —	Oil Pollution Act of 1990
OPAC —	On-line Payment and Collections
OPC —	Oil Program Center
OPRP —	Oil Pollution Response & Prevention Center (OERR)
ORC —	Office of Regional Counsel
ORD —	Office of Research and Development
OSC —	On-Scene Coordinator
OSRE —	Office of Site Remediation and Enforcement (OECA)
OSRTI —	Office of Superfund Remediation and Technology Innovation
OSW —	Office of Solid Waste
OSWER —	Office of Solid Waste and Emergency Response
OU —	Operable Unit
OUST —	Office of Underground Storage Tanks (OSWER)
PA —	Preliminary Assessment
PAH —	Polycyclic Aromatic Hydrocarbons
PARM —	Policy Analysis & Resources Management Center (OERR)
PC —	Personal Computer
PCB —	Polychlorinated biphenyl
PCOR —	Preliminary Close-Out Report



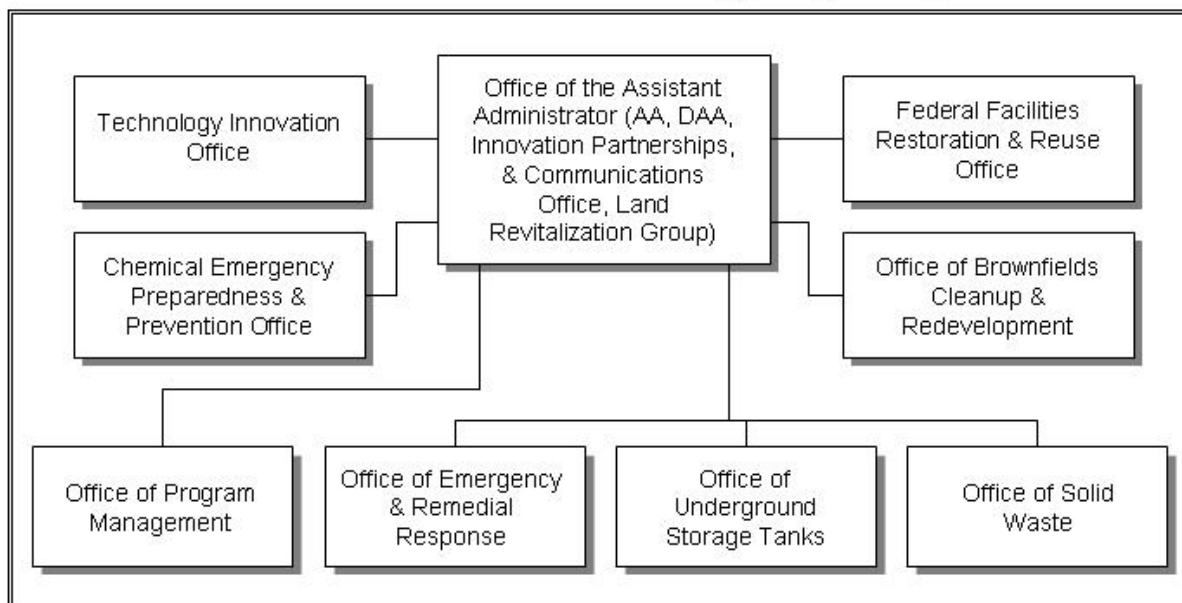
PECB —	Program Evaluation & Coordination Branch (OSRE)
PNRS —	Preliminary Natural Resource Surveys
PO —	Project Officer
POLREP —	Pollution Report
POS —	Program Operations Staff (OSRE)
PPED —	Policy & Program Evaluation Division (OSRE)
PPG —	Performance Partnership Grants
PQOP —	Pre-Qualified Officers Procurement
PR —	Procurement Request
PPA —	Prospective Purchaser Agreement
PREP —	Preparedness Response Exercise Program
PRP —	Potentially Responsible Party
PRSC —	Post Removal Site Controls
PSO —	Program Support Office
QA —	Quality Assurance
QAPP —	Quality Assurance Project Plan
QAT —	Quality Action Team
RA —	Remedial Action
RAC —	Response Action Contract
RADS —	Risk Assessment Data System
RAGS —	Risk Assessment Guidance for Superfund
RCMS —	Removal Cost Management System
RCP —	Regional Contingency Plan
RCRA —	Resource Conservation and Recovery Act
RCRC —	Regional Cost Recovery Coordinator
RD —	Remedial Design
RD/RA —	Remedial Design/Remedial Action
RDT —	Regional Decision Team
REMT —	Regional Emergency Preparedness Team
RESAT —	Regional Environmental Services Assistance Team
RFP —	Request for Proposal
RI —	Remedial Investigation
RI/FS —	Remedial Investigation and Feasibility Study
RME —	Reasonable Maximum Exposure
RMP —	Risk Management Plan
ROC —	Remedial Oversight Contract
ROD —	Record of Decision
RPM —	Remedial Project Manager
RPO —	Regional Project Officer
RRT —	Regional Response Team
RTP —	Research Triangle Park
SACA —	Site Assessment Cooperative Agreement
SACM —	Superfund Accelerated Cleanup Model
SAM —	Site Assessment Manager
SARA —	Superfund Amendments and Reauthorization Act of 1986
SAS —	Special Analytical Services
SB/RTC —	Statement of Basis/Response to Comments
SCAP —	Superfund Comprehensive Accomplishments Plan
SCORPIOS —	Superfund Cost Recovery Package and Image On-Line System
SDMS —	Superfund Document Management System
SEP —	Supplemental Environmental Project
SERC —	State Emergency Response Commission
SERP —	State Emergency Response Plan

SFO —	Servicing Finance Office
SI —	Site Inspection
SIBAC —	Simplified Interagency Billing and Collection
SIP —	Site Inspection Prioritization
SITE —	Superfund Innovative Technology Evaluation
SME —	Subject Matter Expert
SMOA —	Superfund Memorandum of Agreement
SMP —	Site Management Plan
SMSA —	Standard Metropolitan Statistical Area
SNAP —	Superfund National Assessment Program
SNL —	Special Notice Letter
SOL —	Statute of Limitations
SOW —	Statement of Work
SPCC —	Spill Prevention Control and Countermeasure
SPIM —	Superfund Program Implementation Manual
SRA —	Superfund Reform Act
SRIS —	Superfund Report Information System
SRP —	Superfund Redevelopment Program
SSA —	Site Screening and Assessment
SSAB —	Site Specific Advisory Board
SSC —	Superfund State Contracts
SSID —	Site/Spill Identification Number
SSP —	Site Safety Plan
START —	Superfund Technical Assistance and Response Team
STSI —	State, Tribal, & Site Identification Center (OERR)
TAG —	Technical Assistance Grants
TAT —	Technical Assistance Team
TDD —	Technical Direction Document
TOSC —	Technical Outreach Services for Communities
TRC —	Technical Review Committee
TRW —	Technical Review Workgroup
TSCA —	Toxic Substances Control Act
TSD —	Treatment, Storage, Disposal Facility
UAO —	Unilateral Administrative Order
USCG —	United States Coast Guard
USACE —	U.S. Army Corps of Engineers
USFWS —	United States Fish and Wildlife Service
USGS —	United States Geological Survey
VRP —	Vessel Response Plan
WA —	Work Assignment
WAM —	Work Assignment Manager
WasteLAN —	CERCLA Information System
ZPO —	Zone Project Officer

## **Organizational Charts**

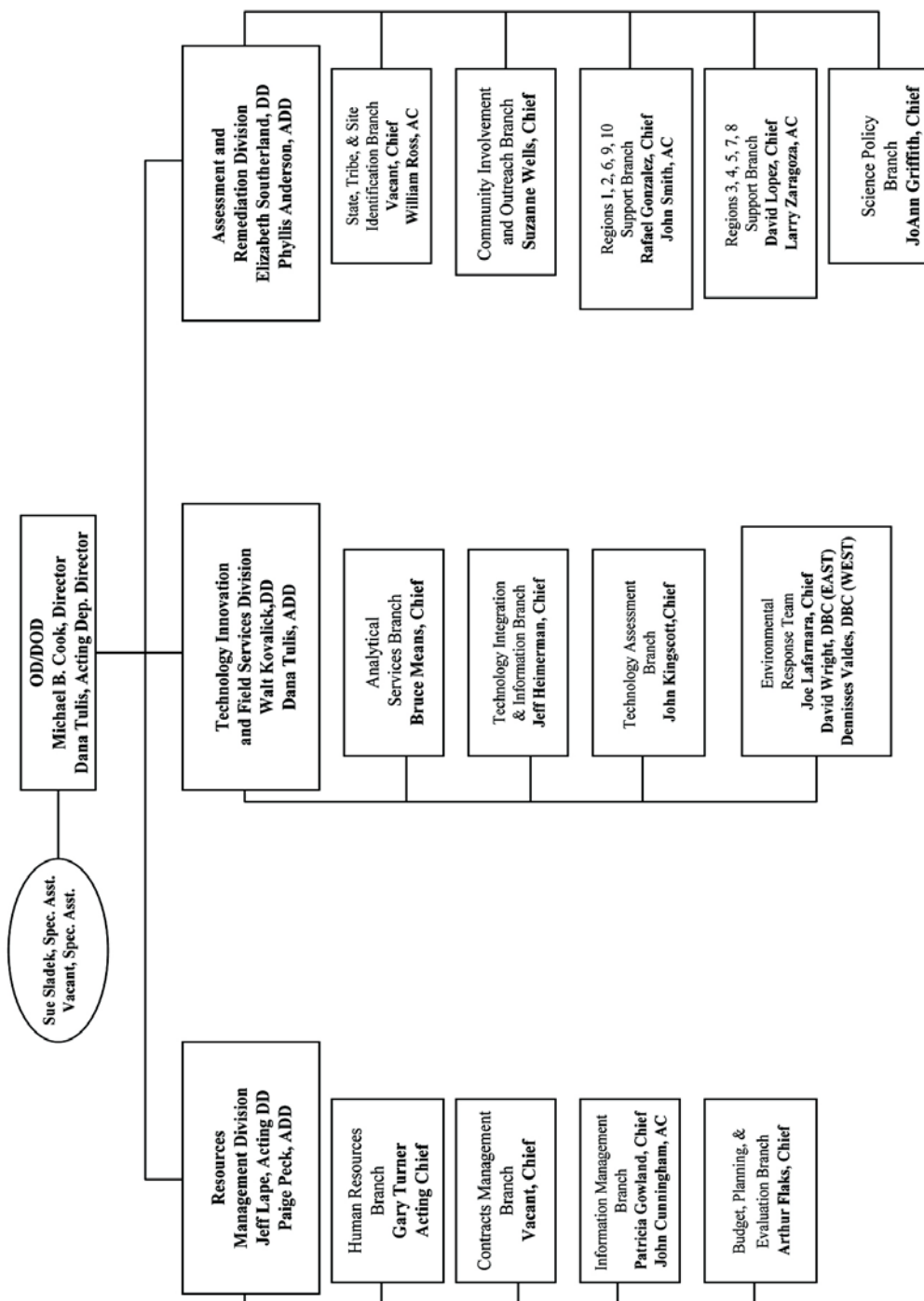
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## Office of Solid Waste & Emergency Response

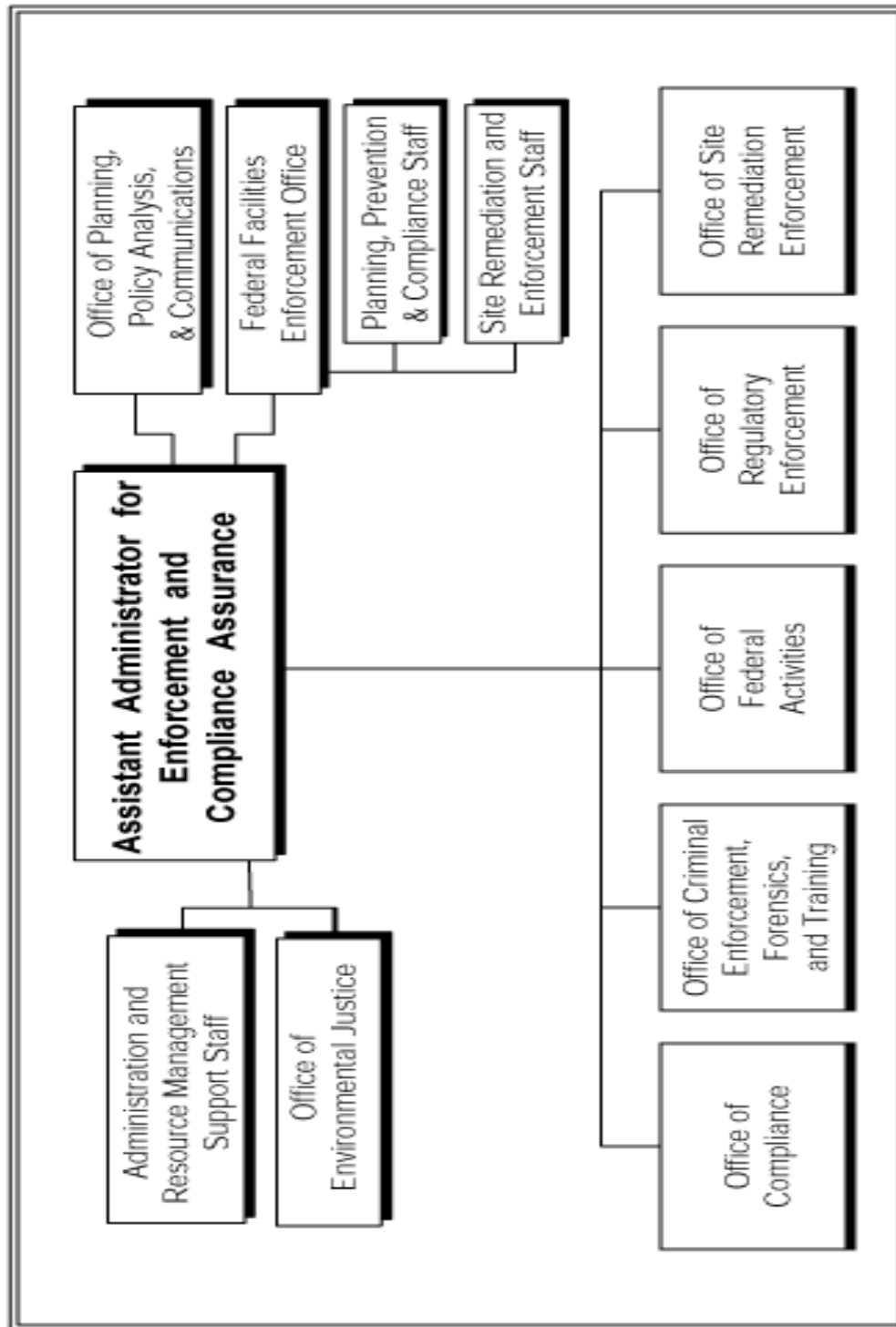


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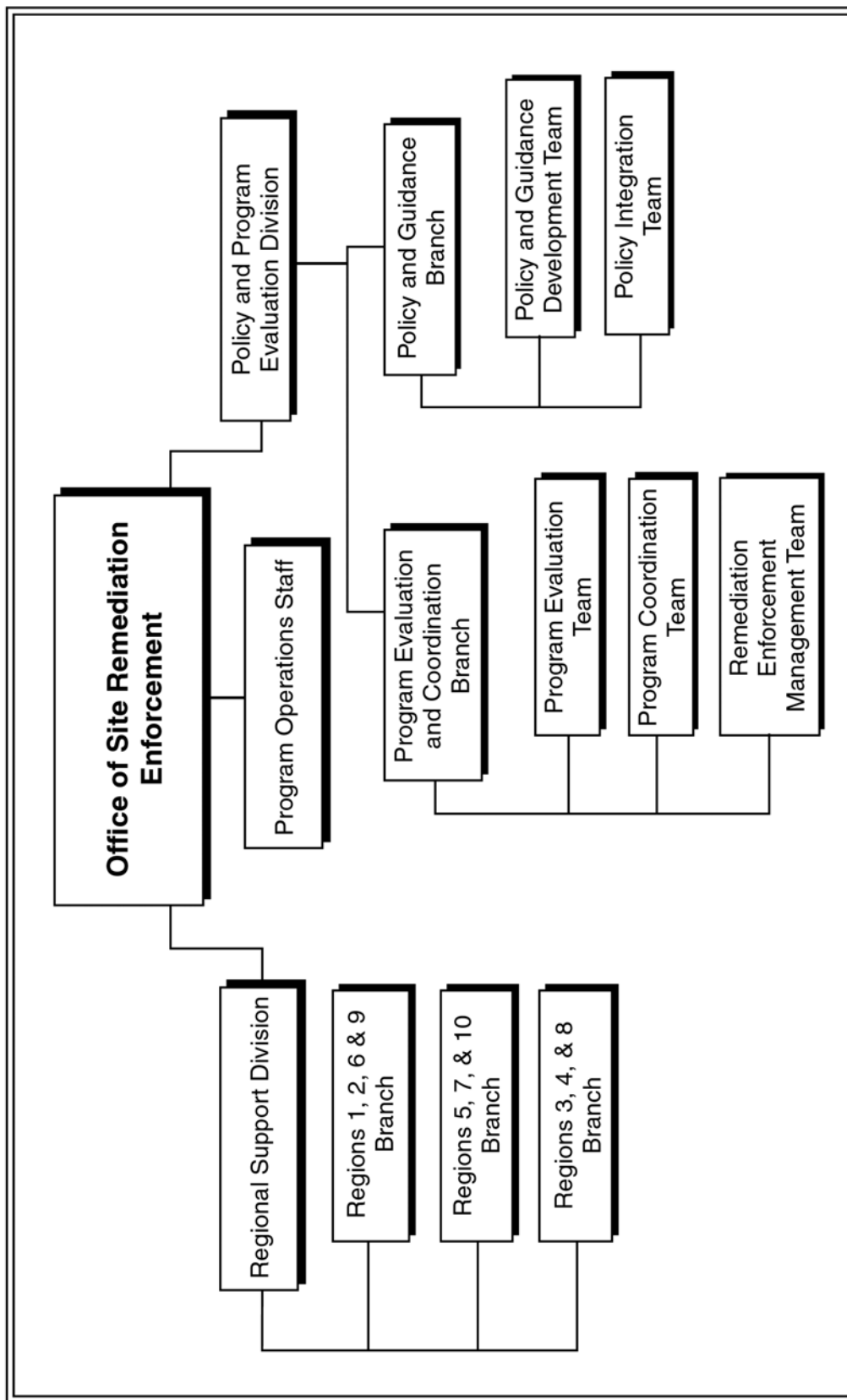
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(as of January 5, 2004)



## Office of Enforcement and Compliance Assurance

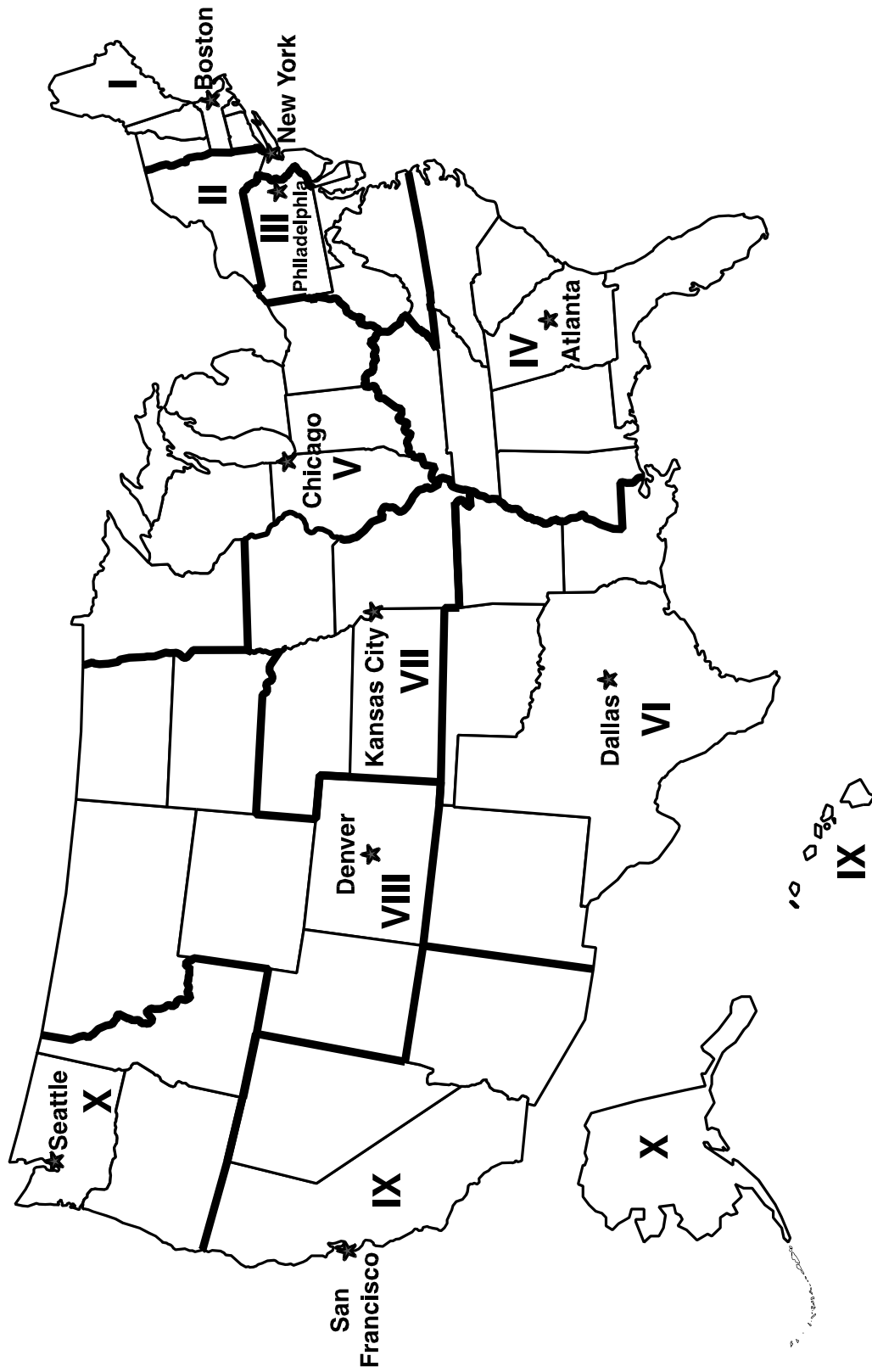


# Office of Site Remediation Enforcement





## **Regional Map**



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